

Professional acknowledgement of a purchase order

Subject: Acknowledgement of Purchase Order [PO Number]

Dear [Supplier Name],

We acknowledge receipt of your purchase order [PO Number] dated [Date]. The order has been reviewed, and all requested items will be processed and delivered as per the agreed schedule.

Please consider this as formal confirmation of your order.

Thank you for your business.

Sincerely,

[Your Name]

[Company Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/purchase-order-acknowledgement-letter>